



Entry Level - Master Development Plan

EVMS Specialist Certification Program (ESCP)

Member Name: _____

Position Title: _____

Series and Grade: _____

Supervisor Name: _____

Long Term Goals of Member (5 -10 years)

- _____

- _____

Short Term Goals of Member (1-5 years)

- _____

- _____

- _____

Signature

Date

Member: _____ / _____ / _____

Supervisor: _____ / _____ / _____

Course Completion Tracking

Required DAU Courses for Entry Level Certification	
Course #/Title	Date Completed/Notes
ACQ 101, Fundamentals of Systems Acquisition Management	
BCF 102, Fundamentals of Earned Value Management	
BCF 103, Fundamentals of Business Financial Management	
BFC 106, Fundamentals of Cost Analysis	
BCF 262, EVMS Validation and Surveillance	
BCF 263, Principles of Schedule Management	
CLM 012, Scheduling	
CLB 016, Introduction to Earned Value Management	
CLM 013, Work Breakdown Structure	
CLB 017, Performance Measurement Baseline	
CLB 018, Earned Value and Financial Management Reports	

Required DCMA Courses for Entry Level Certification	
Course #/Title	Date Completed/Notes
ENGR120, IMP/IMS Analysis (14 Point Assessment)	
EVMS100, Standard Surveillance Instruction (SSI) Training	
EVMS103, CPR Analysis (wInsight)	
EVMS104, Predictive Analysis Training	
EVMS105, Compliance Review Training	

Recommended DAU Courses for Entry Level Certification	
Course #/Title	Date Completed/Notes
BCF 107, Applied Cost Analysis	
CLB 014, Acquisition Reporting Concepts and Policy Requirements for APB, DAES, and SAR	
CLC 024, Basic Math Tutorial	
CLC 102, Administration of Other Transactions	
CLM 016, Cost Estimating	
CLM 021, Introduction to Reducing Total Ownership Costs	
CLM 032, Evolutionary Acquisition	

Work Experience Tracking

Required Experience	
Description	Date Completed/Notes
1) Attend one EVM conference/working group/technical interchange meeting	
2) Serve as a contributing Team Member on one Compliance Review (sign up at ESCPBoard@dcma.mil)	
3) Choose one of the following: (PAVs and IVs are not considered "Compliance Reviews") 3a) HQ (Ops or E&A) only: serve as an Interview Lead or an Area Lead on one Compliance Review 3b) Non-EVM HQ only: one year leading system surveillance in accordance with the Standard Surveillance Instruction (SSI) 3c) Non-EVM HQ only: perform leadership role in EVM related duties such as CAM interviews as part of System Surveillance, IBR CAM interviews, EVM-related PI, Group Lead, Team lead duties	
4) Obtain two years of professional experience with job responsibilities related to Earned Value Management disciplines such as: system surveillance, predictive analysis, or compliance reviews in support of an acquisition program	
5) One year of OJT/Mentoring provided by an EVMS Journey DCMA peer	

Desired Experience	
Description	Date Completed/Notes
1) Participate in one DCMA EVM Division process/policy/training project team	
2) Participation in a professional membership	



Entry Level ESCP Progress Report and Evaluation

ESCP Member and Supervisor assess Member progress/skills with respect to the MDP.

PART I: Annual Progress Report (to be completed by Member)

Member Name: _____

Position Title: _____

Series and Grade: _____

Supervisor Name: _____

Mentor Name (if assigned by the ESCP Board): _____

TIME PERIOD: From ____/____/____ To ____/____/____

COURSES COMPLETED

- Include the course number and completion date
- List all MDP coursework completed including required, recommended, or other

<i>Course # (e.g. EVMS100)</i>	<i>Completion Date</i>

WORK EXPERIENCE

- Include a thorough description and start/stop dates of the activity
- List “ongoing” as the date if the activity has not finished
- List all MDP required activities as well as any other meetings, conferences, etc that are EVM-related

<i>Description</i>	<i>Start Date</i>	<i>Stop Date</i>

OVERALL SELF ASSESSMENT

- Use this page to write at least one paragraph describing your progress in the ESCP during the past year
- Discuss how your coursework and work experiences were beneficial during the past year
- Discuss your strengths and areas for improvement
- Discuss difficulties encountered (e.g. application denied for a ESCP required course)

Self Assessment:

Signature

Date

Member: _____ / _____ / _____

PART II: Annual Progress Report (to be completed by Supervisor)

SUPERVISORY ASSESSMENT

- Assess progress based upon each of the items listed below. Include any relevant inputs from external sources as well (e.g. other supervisors, peer feedback, etc)
- Cite specific examples of accomplishment and avoid using general terminology
- Discuss any areas for improvement and any problems encountered that were beyond the Member's control

1) Progress in acquiring knowledge of the Earned Value Management process.

Below

Meets

Exceeds

COMMENTS: (provide a one or two paragraph justification for the rating provided)

2) Progress in applying knowledge of the Earned Value Management process to daily job functions.

Below

Meets

Exceeds

COMMENTS: (provide a one or two paragraph justification for the rating provided)

3) Progress towards achieving Entry level certification in the ESCP.

Below

Meets

Exceeds

COMMENTS: (provide a one or two paragraph justification for the rating provided)

4) Progress in developing leadership skills and gaining leadership experience.

Below

Meets

Exceeds

COMMENTS: (provide a one or two paragraph justification for the rating provided)

5) Assess ability to manage, task, make decisions, prioritize workload, and identify and solve problems.

Below

Meets

Exceeds

COMMENTS: (provide a one or two paragraph justification for the rating provided)

6) Progress in acquiring knowledge of interpersonal and communication skills. Assess written and oral skills, consider use of proper grammar, ability to represent and convey thoughts clearly, and performance in meetings, presentations, and effectiveness in working with others.

Below

Meets

Exceeds

COMMENTS: (provide a one or two paragraph justification for the rating provided)

GENERAL OBSERVATIONS AND COMMENTS:

Describe the Member's performance and their potential for advancement based upon that performance.

COMMENTS: (provide a one or two paragraph statement)

SUPERVISORS OVERALL RATING

- Consider the Member's overall progress in achieving Entry level certification within two years – are they on track?
- Consider how the Member has supported this ESCP – do they demonstrate a willingness to complete the coursework and work experience requirements?
- Consider how the Member has utilized the required coursework and work experience of this ESCP to benefit daily job functions – are they applying what they have learned?
- Consider the ratings provided above

Outstanding

Exceeds Fully Successful

Fully Successful

Minimally Successful

Unacceptable

COMMENTS: (provide a one or two paragraph statement which supports the selected rating)

Signature

Date

Member: _____ / _____ / _____

Supervisor: _____ / _____ / _____